

SECRET

16 JUL 1963

MEMORANDUM FOR: DD/PPS
DD/IOS

SUBJECT : Safehouses

To ensure proper use of all Office of Security safehouses the following should be implemented.

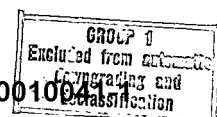
1. All keys be retained in the safe at the cognizant office when a safehouse is not in use.
2. A log should be maintained for each safehouse which would include:
 - a. to whom the keys are issued;
 - b. date of issue;
 - c. purpose;
 - d. date keys are returned.
3. Should a safehouse not be used over an extended period of time it should be inspected to make certain that it is in good order.

[Redacted Signature Box]

R. L. Bannerman
Director of Security

25X

SECRET



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/PPS <i>Y</i>	7/16	<i>PH</i>
2	DD/PPS		
25X1A 3	[Redacted]	7/17/63	
4			
5			
6	<i>Hold for info</i>		<i>EMW</i>
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

1-3 *Pls. implement*

*Copies sent to
DRD, Phy SD, P5D, Tech
↓ FS
per CCC*

16 JUL 1963

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Director of Security

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